

PROCEEDINGS OF THE BROWN COUNTY
HUMAN SERVICES COMMITTEE

Pursuant to Section 19.84 Wis. Stats., a regular meeting of the **Brown County Human Services Committee** was held on Wednesday, April 27, 2016 in Room 200 of the Northern Building, 305 E. Walnut Street, Green Bay, Wisconsin.

Present: Supervisor Evans, Supervisor Schadewald, Supervisor Hoyer, Supervisor De Wane, Supervisor Brusky
Also Present: Human Services Director Erik Pritzl, Hospital Administrator Luke Schubert, Finance Manager Eric Johnson and other interested parties

I. Call Meeting to Order.

The meeting was called to order by Supervisor Evans at 5:32 p.m.

II. Approve/Modify Agenda.

Motion made by Supervisor De Wane, seconded by Supervisor Hoyer to approve. Vote taken. MOTION CARRIED UNANIMOUSLY

III. Election of Chair.

Supervisor De Wane nominated Patrick Evans as Chair. Evans accepted this nomination.

Supervisor Brusky nominated Erik Hoyer as Chair. Hoyer accepted this nomination.

Open ballot vote taken on nomination of Patrick Evans as Chair. Ayes: 2

Open ballot vote taken on nomination of Erik Hoyer as Chair. Ayes: 3

Erik Hoyer was nominated Chair of the Human Services Committee.

IV. Election of Vice Chair.

Supervisor De Wane nominated Joan Brusky as Vice Chair. Brusky denied this nomination.

Supervisor Brusky nominated Richard Schadewald as Vice Chair. Schadewald accepted this nomination.

Open ballot vote taken on nomination of Richard Schadewald as Vice Chair. Ayes: 4 Nays: 1

Richard Schadewald was nominated Vice Chair of the Human Services Committee.

At this time, Chair Hoyer took over the meeting.

V. Set date and time for regular meetings.

A discussion was held regarding the date and time of regular meetings. It was the consensus of the Committee to hold Human Services Committee meetings on the fourth Wednesday of each month at 5:30 pm.

VI. Approve/Modify Minutes of March 23, 2016.

Motion made by Supervisor De Wane, seconded by Supervisor Schadewald to approve. Vote taken. MOTION CARRIED UNANIMOUSLY

Comments from the Public None.

1. **Review Minutes of:**

- a. **Aging & Disability Resource Center of Brown County Executive & Finance and Nominating & Human Resources Meeting (November 11, 2015).**
- b. **Children with Disabilities Education Board (April 12, 2016).**
- c. **Criminal Justice Coordinating Board (January 21, 2016).**
- d. **Human Services Board (April 14, 2016).**
- e. **Ad Hoc Mental Health Treatment Committee (February 19, 2016).**
- f. **Veterans' Recognition Subcommittee (March 15, 2016).**

Hoyer advised that the usual procedure of reviewing minutes is that a motion is made to suspend the rules and take all of the minutes together with the assumption that the Committee has read them.

Motion made by Supervisor De Wane, seconded by Supervisor Schadewald to receive and place on file Items 1 a-f.
Vote taken. MOTION CARRIED UNANIMOUSLY

Communications

2. **Communication from Supervisor Sieber re: To examine scheduling issues at Community Treatment Center. Referred from April County Board.**

Supervisor Sieber advised the Committee that he has been contacted regarding the scheduling issues going on at the CTC and noted that some of the employees were in attendance at this meeting to discuss some of the issues they are having. After the employees speak, Sieber would like to propose a resolution to this.

Motion made by Supervisor De Wane, seconded by Supervisor Schadewald to suspend the rules to allow interested parties to speak. Vote taken. MOTION CARRIED UNANIMOUSLY

Chris Sacotte – W275 Kings Way, Sherwood, WI

Sacotte said that he is an RN at the Community Treatment Center. He provided the Committee with some handouts, copies of which are attached. Sacotte thanked the Committee members for allowing him to speak and noted that he is here to speak on behalf of many of the employees at the CTC as many of his co-workers are very unhappy with several policies regarding vacation implementation and the holiday schedule. For decades the CTC has operated without the need for a holiday schedule and employees worked holidays as part of their regular schedules. If your scheduled work day falls on a holiday, you were expected to work. This is the way it was done from the mid-60s up to 2016 and for the most part, things ran pretty smoothly. With the new holiday schedule, some employees are forced to work and some are forced off, leaving huge gaps in the schedule. The initial proposed schedule for Memorial Day shows 16 unfilled shifts and 1 on-call shift that was scheduled. The open shifts on the schedule Sacotte passed out are highlighted in yellow and the shifts highlighted in pink represent an on-call employee. Per the policy, on-call people are expected to work a certain number of holidays but Sacotte does not see that happening as most of these people have full-time jobs elsewhere and he felt that priority should go to their full-time jobs if they are expected to work holidays. There are also 2 shifts for the RN at the nursing home and she is required to work on Memorial Day and then given 2 extra days off that week which leaves 2 other open shifts. Another problem with the schedule is that there are some part-time employees who under the current Chapter 4 laws do not get paid holiday pay or time and a half for working holidays. The LPN that is circled on the second page of the handout is required to work that day but does not get time and a half or holiday pay and this is a change from her regular scheduled day.

Sacotte continued that during the day, 4 RNs are needed, along with 3 LPNs and 16 CNAs. The pm shift requires 3 RNs, 3 LPNs and 14 CNAs. The night shift requires 3 RNs, 1 LPN and 10 CNAs. Sacotte said the big question is what shift gets shut down if the shifts cannot be filled or who will get forced to work a double shift to cover. In addition, in order to cover the holiday, scheduling has moved some people off their scheduled day during the week leaving openings in that week. Sacotte said that the Committee was probably thinking there must be people wanting to pick up extra hours with so many part-time and on-call people, but that is not happening. Sacotte asked why an employee would want to give up a day off to work a holiday when they do not get holiday pay or time and a half. Even worse is when people are forced to do this. Sacotte acknowledged that there were problems before the implementation of this schedule, but he said that they were primarily caused by the scheduler granting unlimited trades to employees wanting days off and not following the guidelines for the number of employees allowed off on any given day. Sacotte

said the Administrator said he wants to follow what other facilities are doing, but has not shown proof of what other facilities are actually doing. Sacotte said he has never heard so many complaints about staffing in general until the new scheduler took over. He does not like to single people out, but there have been significant problems for a long time because rules and guidelines are not being followed. Staff is unhappy and they thought their message was clear when the holiday schedule was voted down twice by staff, only to then have it crammed down their throats.

Sacotte next talked about the vacation schedule. He said that there are 3 issues with the revised vacation policy. First, major holidays are blacked out. Second, you are not allowed to request off on your scheduled weekend. Third, you can be denied if there is not an experienced staff. Copies of the policies were provided to the Committee, a copy of which is attached. Sacotte also passed out the vacation policy that predated the current policy, a copy of which also attached.

Supervisor De Wane asked how far in advance the schedule is made out so that when a person wants to take a scheduled vacation they cannot if they are on the calendar. He has never heard of something like this. Sacotte said that usually the schedule is made 30 days in advance. De Wane asked if what Sacotte is saying is that if someone is already on the list they cannot take vacation. Sacotte said that there are certain guidelines. For the major holidays, what is new in the policy versus the old one is that Thanksgiving Day and the Christmas holiday from December 20 to January 1 are being blacked out, but the policy says that employees would be allowed to make trades during that time. The policy also states that management reserves the right to deviate from the date hired based on the need for experienced coverage in a specific area. Sacotte said that most people are able to get vacation off fairly easily because they are a CNA in the nursing home, at the hospital or are an RN on either and there is generally enough staff to cover given sufficient notice. Sacotte continued that staff that covers Bay Haven have to have a CBRF certification to work there and at times they have been denied vacation that falls into the guidelines of asking more than enough in advance, they are not asking for a weekend off and it is not a holiday, but they are denied time off because there is no staff with certification to work. Sacotte continued that the policy also states that vacation is generally not approved for weekend coverage, staff will be required to find their own weekend coverage and replacement staff cannot be on overtime. Staff that are scheduled to work every weekend are granted one request for a weekend of vacation by administration every 6 months provided the employee has not had a weekend absence or occurrence during that period. Sacotte said he does like the added vacation allowance for people that work every weekend, but he felt that they are being punished if they need to call in sick or for any other reason. He felt that this is singling out certain people that can be penalized.

Hoyer said that this is a large policy with a lot of different issues involved. In terms of the Committee's prevue, they are looking at specific points and he asked Sacotte to put in a nutshell what he is looking for. Sacotte responded that what he is trying to do is give the Committee a basis of why they are at the meeting and noted that he does not expect to walk away with a solution by any means. At the minimum he is hoping to have some sort of scheduling committee put in place to come to a common ground with the administrators to make sure that staff are happy and that the needs of the facilities are being met.

Schadewald asked if Supervisor Sieber will be offering a solution. Sieber said that when he got elected in 2012 scheduling at the 911 Center was an issue. He said that a scheduling committee was implemented at the 911 Center and he thought that a similar scheduling committee would be helpful for the CTC. He felt that a scheduling committee should be comprised of administrators, directors and some employees. This appears to have been very successful for the 911 Center and Sieber felt it was a good model and would ask that this be the first step for the CTC. He felt that a committee to address the issues and the reasons why the employees need some vacation and holidays off would be beneficial. Hoyer asked if there was enough staff to run the CTC with a structure similar to the 911 Center. Sieber noted that both the 911 Center and the CTC are 24/7 operations and said that the number of employees needed and the number of part-time and full-time should also be looked at as far as how to get maximum coverage.

Sacotte said the staffing guidelines set forth in the handout specify how many RNs, LPNs and CNAs are allowed to be off during a shift. He noted that this is not in the vacation policy, but it used to be part of the old contracts. When the policy was revised after the contracts expired in 2011 it was put into the administrative policies. The biggest problem is that the guidelines are not being followed and it becomes a huge problem. Staff is allowed off, but when people are denied vacation because the limits have been reached, they are allowed to make trades with other staff.

This is fine in some situations, but in other situations it causes entire days to be filled with almost completely on-call staff. When there is a sick call or a no show, it throws a real wrench in the system because it depletes the entire on-call staff and there is no one to work.

Joe Vetter – Nursing Assistant at the Community Treatment Center

Vetter talked about De Wane's earlier questions regarding vacation. He said that if he wanted to make plans for next year's spring break, he would have to find someone to work his scheduled weekend, a year ahead of time and nobody is going to commit to that. He cannot trade because they are limited to a 40 hour week so he could not trade a weekend for a weekend to work two weekends in a row. If he is not able to find anybody to commit a year ahead of time, he would have to be there for his scheduled weekend to work or call in. Those are his only options so he cannot for certain plan a vacation ahead of time. De Wane said that something similar was tried in the City, but it was promptly stopped because people need to plan ahead. De Wane said there is absolutely no reason or excuse why people cannot take vacation when planned a year in advance.

Vetter continued that the former administration started a system where you could earn a weekend off if you would be call-in free for 6 months. You would still have to use a benefit, but finding the replacement would be handled by the scheduling office like it should be. This was awarded on one occasion and then it was taken away. At this point, staff is told that they have to find replacement and that is the way it is. A situation that was always in the scheduling office where the scheduler would have to find replacement has been shifted to staff so now you not only have to be a nurse or a nursing assistant, you also have to be your own scheduler. If you want to plan ahead, there is no chance to earn a weekend off, even if you were call in free for six months.

With regard to the holiday schedule, Vetter said that it had worked for decades without any problems and everybody knew when they had to work. Now suddenly they are looking at the situation where staff have Christmas weekend off after seven years, because they are scheduled to be off, but now they are being mandated to work because they had the prior holiday off so what they had hoped for and planned for for years has been taken away because someone thinks a holiday schedule is necessary. He continued that the staff voted the holiday schedule down and now there is a petition where the majority of staff have asked the administrator to cancel the holiday schedule, but they are being told that the petition is not honored. Vetter continued that they asked the administrator if he knows how it feels to work weekends and how valuable a weekend off is and the administrator said that he did not because he has every weekend off. Vetter said that they are stuck in the situation and are being punished after so many years by a sudden change that is not wanted. The current schedule creates holes and they do not need the holes and if they stick with the prior schedule that was in place for decades, there would not be holes. He said staff has not been given any explanation as to why the holiday schedule is necessary other than other facilities have it.

Sacotte clarified that the petitions Vetter spoke about are for the change in the vacation policy and for a change in the holiday schedule and these petitions have been signed by over 50% of the employees.

Cindy Meyers 3542 Golf Drive, Green Bay

Meyers said that she works part-time as an RN at the CTC. She is one of the examples of a part-time employee who will not get time and a half for holidays. She works every other weekend and also picks up in between times which are a great benefit to the CTC. After Act 10 she lost her benefits, which were small, but well appreciated. The benefits included time and a half, some vacation time and some sick time. She said that July 2 and 3 is not her weekend to work, but she is scheduled to work on Monday, July 4. She found a replacement, but because the replacement was a time and a half employee, it was denied for her to work for Meyers. She said that they all voted against the holiday schedule twice and she felt that people who are not required to work holidays are deciding a whole different schedule which she did not think was appropriate.

Sacotte shared an example of how this schedule affects people. He said that he signed up for Iron Man Wisconsin which is something you have to sign up for a year in advance. He asked for his vacation for the event because it falls on the weekend he is supposed to work. He was flat out denied and told that he had to find his own coverage which is almost impossible to do sometimes. He managed to find a few people to cover for him, but it is difficult and stressful for an employee to invest so much money in something and then have to go to work and find someone to work for them or weigh the option of calling in sick.

Motion made by Supervisor Hoyer, seconded by Supervisor De Wane to return to regular order of business. Vote taken. MOTION CARRIED UNANIMOUSLY

Sieber said that there are obvious concerns with the people at the CTC and he feels that both the administrators and staff do a very good job and are very capable. He said that everyone is working in good faith and felt that if the administrators and staff sit down to work this out, there would be a good solution, similar to what was done at the Communications Center that would make the staff happy and still provide the coverage that is needed but also provide a little more flexibility for the staff.

Hospital Administrator Luke Schubert said that they have been looking at options. He said that he met with HR earlier in the week and Tom Smith of HR has committed to working with the CTC on this and Schubert noted that Smith was involved with the 911 Center as well so he has some experience. Schubert continued that Smith wants to talk about the timeline and steps that need to be taken. He said that some of the policies have changed since he has been here but throughout his career his experience has been that staff needs to find their own weekend coverage in healthcare. He said he did a survey to hospitals, nursing homes and CBRFs and received 100% feedback and the results showed that employees need to find their own weekend coverage. Schubert said weekend coverage may be a little more difficult at times because some staff work every other weekend and some work every weekend, depending on their position. Schubert said he has seen different programs and solutions in other places he has worked with regard to finding coverage, but the typical industry standard is that they need to find their own trade. He said that there is typically a small pool of people in the same class that are committed to the other weekends and that is why it is hard to find coverage. What is being done at the CTC is not inconsistent with the area policies.

De Wane responded that his wife works in a similar situation and that they are given a certain date to pick their vacations by but if something else came in after they had already picked and they needed additional time off, they were responsible to find a replacement. When the scheduling time came up they were able to pick the vacation dates they wanted. There has always been a time table in the industry to pick their vacations by. De Wane said that he has talked to a lot of people in similar situations and the policy seems to be that employees pick their vacations and then are scheduled by staff to facilitate the vacation request. Schubert said that that is currently how things are done at the CTC. De Wane said that it did not sound that way. Sieber said that if everyone is on board with forming a scheduling committee, some of this can be worked out. He said that when the 911 Center did this they started from the bottom up and basically threw the entire schedule out. They figured out when they need coverage and what coverage is needed and then administration and staff worked together to make sure there was coverage and policies that everyone could live with which employees had buy in to and they seem to be doing a lot better with their scheduling now.

Hoyer asked who Sieber would want on the Committee. Sieber said that he would think that the administrator should be on it along with the scheduler and some of the senior administrators and then some employees from each shift and each position. Then everyone can sit down and work together and Sieber has full faith that everyone can work together to find a solution.

Schadewald felt that the model used at the 911 Center should be looked at. He said he felt this was a good faith effort to find ways to make it more amenable to everyone. Schadewald felt that it was important for the administrators to listen to staff but also let staff listen to the administration. Everyone will have to work together and Schadewald felt that if everyone works together, this will evolve into something workable. He asked if the Human Services Committee needs to be involved in this. Schubert said that he is currently working with Tom Smith to come up with a timeline which is the starting place. Schadewald would like Schubert to take the lead on this and he would like to make sure that there is progress being made. Human Services Director Erick Pritzl suggested that this communication stay on the agenda so a report can be given each month. The Committee was agreeable to this and indicated that this will become a standing item on the Human Services agenda until it is no longer needed. De Wane said that he appreciates the efforts of employees and staff working together and he wants to see these issues resolved in good faith. Schubert said that he recognizes that there are opportunities and felt this was a good recommendation and he was on board with it.

Motion made by Supervisor Schadewald, seconded by Supervisor De Wane to place “examine scheduling issues at Community Treatment Center” as a standing item under Human Services Department. Vote taken. MOTION CARRIED UNANIMOUSLY

Reports

2a. Teen Parent Program Quarterly Outcome Report, Catholic Charities – Informational.

Motion made by Supervisor De Wane, seconded by Supervisor Schadewald to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

Resolutions

2b. 2015 Balanced Budget Adjustment.

Hoyer said that the component of this that is most impactful to this Committee is on Page 2 of the document contained in the agenda packet with regard to the CTC and Community Programs. There is a requirement to adjust the budget accordingly because there were some shortages from last year that need to be addressed.

Motion made by Supervisor De Wane, seconded by Supervisor Schadewald to hold until Director of Administration arrives. Vote taken. MOTION CARRIED UNANIMOUSLY

Director of Weininger explained that the books for 2015 have been closed and by state law the County has to balance the budget so that all of the transactions are appropriately accounted for. He said that in prior years there had been concerns that some of the Committees did not know what was happening in all the different departments, so this is a way for all of the Committees to know what is going to be going to the Executive Committee. Weininger continued that because this deals with fund balance, it does go to the Administration Committee and then to the Executive Committee and then on to the full County Board for approval.

Weininger referred to the fiscal note on the document and noted that the County finished the year to the good. The general fund will be better off in 2016 than it was in 2015 so money will be put towards the general fund in 2016.

With regard to the Human Services Department and the CTC, there will need to be an appropriation of roughly \$1 million dollars for Community Program and \$2.2 million dollars for CTC. Weininger recalled that the use of fund balance was budgeted to cover the Family Care payment and in 2016 they also set aside \$500,000 in general government to help cover the shortfall. Also in Community Programs, for Family Care there is a step down of payment so next year for 2017 there should be a step down of roughly \$600,000 so the numbers will get better as we go. Weininger said that with regard to the CTC, in last year's budget they did set aside some additional funds to cover the loss of revenue in the CBRF to cover the population to make it more accurate. Over the last couple of years they have put more money towards it. He noted that the utilization number is still really low compared to the total number of beds so the question is if it is the right model to use. De Wane agreed with this and asked Weininger what he would suggest. Weininger responded that they have been working to try to appropriately address it. He felt that the CBRF is getting closer to the numbers they need to be at to have it sustained at the current funding level, but the question is if there is a low population if it is the correct model to be using. He said that Pritzl and his staff are looking at this and will probably be bringing forth some type of recommendation.

Weininger explained that it is important to note that Community Programs is using up all of their fund balance and will be reaching into the general fund for \$160,000 to apply to the Community Programs shortfall. Over the years the fund balance has been spent down and now it is at zero. The fund balance will be built back up over the next few years. Weininger said that it is important to remember that a lot of that was planned use of the fund balance because we were going to buy down Family Care, so there is a very large payment but over the years it steps down.

Weininger continued that in 2016 a number of budget changes were made to make things better moving forward. The next question that needs to be answered is what is the right model for the CBRF usage and Pritzl and his team are looking at that and hopefully some recommendations will be coming forward on this.

Motion made by Supervisor De Wane, seconded by Supervisor Schadewald to move forward. Vote taken. MOTION CARRIED UNANIMOUSLY

Human Services Department

3. Executive Director's Report.

Director Pritzl introduced himself, Finance Manager Eric Johnson and Hospital Administrator Luke Schubert to the new members of the Committee. He highlighted that from January 1 through now he is seeing a trend with the utilization of the CBRF which is part of the deficit driver for last year. He said that the increase at the CBRF at the end of 2015 has continued into 2016 and they are currently at their budgeted census levels and are on target. The utilization of the CBRF was one of the concerns last year and it is also driven somewhat by the utilization of the hospital unit which is also up higher this year. Pritzl continued that the units are being used and other counties are also using the facility and these are positives. He noted that they do need to watch the census carefully to be sure that the Brown County residents are being served well. He said there are 16 beds and it can get to a point where they have to say no to other counties. Schadewald asked if there were any reserved beds. Pritzl said that in the nursing home there are two beds reserved for emergency protective placements which would be for vulnerable adults who need to be placed in a nursing home. Schadewald asked what the financial impact is of having the beds reserved. The response was that the impact would be mainly lost revenue and the Medicaid revenue rate per day is about \$140 so it would be about \$4,200 per month in revenue. Pritzl said they would have to fund another placement, because the person coming into that bed would have to be placed somewhere else which the Department would have to pay for. Schadewald asked how often both reserved beds are needed and Schubert responded that last year there were 39 admissions for emergency protective placements to the nursing home. Protective placement is up to 30 days.

Schadewald asked what Human Services could see happening in the next 6 months. Pritzl responded that he does not see anything big or bad in the future for the next 6 months. He said that he sees more good going on than bad. There is a management team that has been stable for a year and that is something to celebrate. They continue to have conversations as to how to best meet people's needs and they are also encouraging cross division communication and are developing in shared responsibilities which is positive. Pritzl said that he is seeing positives throughout the Department. They continue to work on the mental health initiatives as well and that is a big project.

De Wane asked if Pritzl felt the Department was under-staffed from an administration standpoint. He said that he asks this question because when he sees things not happening, it is his responsibility to find out why and if they are understaffed, they need to make the Board aware of that. Pritzl responded that the Department's ability to effectively analyze situations is sometimes challenging. They want to do the analysis, but sometimes it is a matter of finding the time to do it. With a department this size, along with the populations they are serving and the programs they are operating it is how you look across programs; come out of the individual silo and get to a higher level and start looking at population level data and how services received in one area impact another area and how a person is transferred across division and what that means in terms of services. Pritzl said it is hard to get that strategic level going because they are doing a lot of day to day operations which he thinks are doing better and better. Hoyer said that as Supervisors we need to be careful of what is being asked of Directors in that sometimes something that may be looked at may become a belaboring responsibility.

Motion made by Supervisor De Wane, seconded by Supervisor Schadewald to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

4. Financial Report for Community Treatment Center and Community Programs.

Finance Manager Eric Johnson referred to the narrative that was contained in the agenda packet. He said that the numbers have now been finalized for 2015. He noted that some of the Committee will recall that a projection was done several months ago as to where they thought the numbers would fall and it turns out that the CTC came in at that projection, but it was still an unfavorable result overall. Johnson continued that most of the CTC result in 2015 was earlier in the year when there was low census and some operation issues that caused the majority of the deficit early in the year. He noted that the last 5 months of the year ran relatively close to the average budgeted amount for the month.

With regard to Community Programs, Johnson reported that the actual amount came in about \$200,000 better than projected, but there is still about a \$1.6 million dollar shortfall from the budgeted level for 2015. He acknowledged that while that was significantly unfavorable overall, it was better than what was projected overall. He said that the Family Care transition was difficult in 2015 but they feel that they have a good solid budget for 2016 that is attainable.

Schadewald asked if the Committee will receive monthly reports as to the financial status so the Committee can advise the Board. Weininger responded that updates are given and over the last year Human Services has done an excellent job of having internal budget meetings and they are now doing more forecasting and appropriately accounting from the forecasting for projections so these large swings can be eliminated. This has been done for about the last 6 months and things are going much better. In addition, Administration has been involved in working with the program managers on the budget team to make sure that they have the tools they need to manage their budgets. Additionally, a position has been approved to help with this which will generate better information. Weininger said that numbers coming before the Committee in the future will be a lot more accurate. He also said in the future there will be a one page sheet which shows where each department is monthly so that the Committees can see where all departments are falling, instead of just the departments that report to them. The report will also include employee turnover data to allow the Committees to have detail on all of the departments. Schadewald said that the Board is the budget makers and he wants to be sure that he has current information so that any questions or concerns can be addressed, especially since the Board is the budget makers.

Motion made by Supervisor De Wane, seconded by Supervisor Brusky to receive and place on file. Vote taken.

MOTION CARRIED UNANIMOUSLY

5. Statistical Reports.

- a. **CTC Staff – Double Shifts Worked.**
- b. **Monthly CTC Data – Bay Haven Crisis Diversion/Nicolet Psychiatric Hospital.**
- c. **Monthly Inpatient Data – Bellin Psychiatric Center.**
- d. **Child Protection – Child Abuse/Neglect Report.**
- e. **Monthly Contract Update.**

Pritzl explained that these reports are provided monthly and several months ago he started to include multiyear statistics on the reports so the Committee would have figures to make comparisons.

Motion made by Supervisor De Wane, seconded by Supervisor Schadewald to suspend the rules to take Items 5 a-e together. Vote taken. MOTION CARRIED UNANIMOUSLY

Motion made by Supervisor De Wane, seconded by Supervisor Schadewald to receive and place on file Items 5 a-e. Vote taken. MOTION CARRIED UNANIMOUSLY

6. Request for New Non-Continuous Vendor.

Pritzl explained that a non-continuous vendor is someone that Human Services did not have an existing contract with at the beginning of the year, but they need to contract with for specialized services or unanticipated services throughout the year to meet the needs of the people they serve. Pritzl said that this is routine. Schadewald asked if someone needs something, and the County does not have the means to provide what is needed, if people are denied services. Pritzl responded that all emergent needs are addressed. If it not an emergent need, the service is provided through the approval of the request for the new non continuous vendor process.

De Wane would like more information provided so that the Committee is not passing things without knowing what it is for as he does not see a breakdown on the request of what it is for. Supervisor Evans said that sometimes there is a new non-continuous vendor that the Department has to find and then pay for afterwards, and sometimes they need to find a vendor that they will use for a period of time. It is nothing that needs and RFP, but they are typically special situations that people have and the County needs to take care of their needs. De Wane said his concern was the dollar amount and Weininger said that the County does not always know what the dollar amount will be. Evans added that sometimes the County has not been billed yet before this comes to the Committee for approval.

Schadewald said that what De Wane was concerned about is the dollar amount of what is being approved since no amount is listed and Schadewald said that he is also leery of approving something without a specific dollar amount. Pritzl said that in the future he could ask staff to include an anticipated amount or something else that indicates that the dollar amount will not exceed a certain figure.

Motion made by Supervisor De Wane, seconded by Supervisor Schadewald to approve. Vote taken. MOTION CARRIED UNANIMOUSLY

7. Request for New Vendor Contract.

Motion made by Supervisor Brusky, seconded by Supervisor De Wane to approve. Vote taken. MOTION CARRIED UNANIMOUSLY

Other

8. Audit of bills.

Motion made by Supervisor De Wane, seconded by Supervisor Schadewald to pay the bills. Vote taken. MOTION CARRIED UNANIMOUSLY

9. Such other matters as authorized by law. None.

10. Adjourn.

Motion made by Supervisor De Wane, seconded by Supervisor Schadewald to adjourn at 6:49 p.m. Vote taken. MOTION CARRIED UNANIMOUSLY

Respectfully submitted,

Alicia A. Loehlein
Recording Secretary

Therese Giannunzio
Transcriptionist

Scheduling Sheet - Weekly

Time Period: 5/29/2016 - 6/04/2016

Data Requested On: 4/7/2016 1:37:55 PM
 Executed on: 4/07/2016 13:37 GMT-05:00
 Printed for: christensen_tl

Bay Haven CBRF - Location: Brown County/CTC/Bay Haven CBRF							
Span	Job	Sun 5/29/2016	Mon 5/30/2016	Tue 5/31/2016	Wed 6/1/2016	Thu 6/2/2016	Fri 6/3/2016
Day	NAF	FURST, BRIAN G 7:00A - 3:00P Bay Haven CBRF/NAM	CROOKS, STEPHANIE S 7:00A - 3:00P Meadowview/NAF	CROOKS, STEPHANIE S 7:00A - 3:00P Meadowview/NAF	CROOKS, STEPHANIE S 7:00A - 3:00P Meadowview/NAF	CROOKS, STEPHANIE S 7:00A - 3:00P Meadowview/NAF	FURST, BRIAN G 7:00A - 3:00P Bay Haven CBRF/NAM
		PETASEK, SANDRA L 7:00A - 3:00P		FURST, BRIAN G 7:00A - 3:00P Bay Haven CBRF/NAM	PETASEK, SANDRA L 7:00A - 3:00P	PETASEK, SANDRA L 7:00A - 3:00P	PETASEK, SANDRA L 7:00A - 3:00P
	Planned Variance						
Eve	NAF	KNIPP, KRISTIL 3:00P - 11:00P	KNIPP, KRISTIL 3:00P - 11:00P	BRADFORD-LEICHT, KEISHA R 3:00P - 11:00P KNIPP, KRISTIL 3:00P - 11:00P	BRADFORD-LEICHT, KEISHA R 3:00P - 11:00P	KNIPP, KRISTIL 3:00P - 11:00P	BRADFORD-LEICHT, KEISHA R 3:00P - 11:00P
	Planned Variance						
Night	NAF	VERDEGAN, KIMBERLY A 11:00P - 7:00A	VERDEGAN, KIMBERLY A 11:00P - 7:00A	JOHNSON, CANDACE P 11:00P - 7:00A	VERDEGAN, KIMBERLY A 11:00P - 7:00A	VERDEGAN, KIMBERLY A 11:00P - 7:00A	VERDEGAN, KIMBERLY A 11:00P - 7:00A
	Planned Variance						
							JOHNSON, CANDACE P 11:00P - 7:00A
							CROOKS, STEPHANIE S 7:00A - 3:00P Meadowview/NAF

16 unfilled shifts

1 on-call staff scheduled

Staffing Sheet - Weekly

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Bayshore Village - Location: Brown County/CTC/Bayshore Village									
Span	Job	Sun 5/29/2016	Mon 5/30/2016	Tue 5/31/2016	Wed 6/1/2016	Thu 6/2/2016	Fri 6/3/2016	Sat 6/4/2016	
Night	LPN	HAWK, NICOLE J 11:00P - 7:00A x	HAWK, NICOLE J 11:00P - 7:00A x	KIESELHORST, HEATHER A 11:00P - 7:00A x	KIESELHORST, HEATHER A 11:00P - 7:00A x	KIESELHORST, HEATHER A 11:00P - 7:00A x	HAWK, NICOLE J 11:00P - 7:00A x	KIESELHORST, HEATHER A 11:00P - 7:00A x	
	Planned Variance		<i>1 1/2 Holiday Pay</i>						
Night	RN	STAMPER, LINDA J 11:00P - 7:00A x	STAMPER, LINDA J 11:00P - 7:00A x	<Open Shift> 11:00P - 7:00A x	STAMPER, LINDA J 11:00P - 7:00A x	STAMPER, LINDA J 11:00P - 7:00A x	<Open Shift> 11:00P - 7:00A x	<Open Shift> 11:00P - 7:00A	
	Planned Variance								

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Activities Aide - Location: Brown County/CTC/Bayshore Village/Activities Aide									
Span	Job	Sun 5/29/2016	Mon 5/30/2016	Tue 5/31/2016	Wed 6/1/2016	Thu 6/2/2016	Fri 6/3/2016	Sat 6/4/2016	
Day	NAF	TAGATZ, JONATHON M 8:00A - 4:00P WUEST, CHARLLAIN J 8:00A - 4:00P	<Open Shift> 8:00A - 4:00P TAGATZ, JONATHON M 8:00A - 4:00P	<Open Shift> 8:00A - 4:00P WUEST, CHARLLAIN J 8:00A - 4:00P	TAGATZ, JONATHON M 8:00A - 4:00P WUEST, CHARLLAIN J 8:00A - 4:00P	TAGATZ, JONATHON M 8:00A - 4:00P WUEST, CHARLLAIN J 8:00A - 4:00P	TAGATZ, JONATHON M 8:00A - 4:00P WUEST, CHARLLAIN J 8:00A - 4:00P	FURST, BRIAN G 8:00A - 4:00P <i>Bay Haven CBRF/NAM</i> SEIDL, CHELSEA T 8:00A - 4:00P	
Eve	Planned Variance								
	NAF	TAGATZ, JONATHON M 8:00A - 4:00P WUEST, CHARLLAIN J 8:00A - 4:00P	<Open Shift> 8:00A - 4:00P TAGATZ, JONATHON M 8:00A - 4:00P	<Open Shift> 8:00A - 4:00P WUEST, CHARLLAIN J 8:00A - 4:00P	TAGATZ, JONATHON M 8:00A - 4:00P WUEST, CHARLLAIN J 8:00A - 4:00P	TAGATZ, JONATHON M 8:00A - 4:00P WUEST, CHARLLAIN J 8:00A - 4:00P	TAGATZ, JONATHON M 8:00A - 4:00P WUEST, CHARLLAIN J 8:00A - 4:00P	FURST, BRIAN G 8:00A - 4:00P <i>Bay Haven CBRF/NAM</i> SEIDL, CHELSEA T 8:00A - 4:00P	
	Planned Variance								

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Creekside - Location: Brown County/CTC/Bayshore Village/Creekside									
Span	Job	Sun 5/29/2016	Mon 5/30/2016	Tue 5/31/2016	Wed 6/1/2016	Thu 6/2/2016	Fri 6/3/2016	Sat 6/4/2016	
	<i>Planned Variance</i>								
Night	NAF	FRIGGE, JENNI C 11:00P - 7:00A LAMINE, LYNN M 11:00P - 7:00A	FRIGGE, JENNI C 11:00P - 7:00A WEGNER, MEGAN M 11:00P - 7:00A	SCHMITZ, MICHAEL R 11:00P - 7:00A Largo Way/NAM WEGNER, MEGAN M 11:00P - 7:00A	FRIGGE, JENNI C 11:00P - 7:00A LAMINE, LYNN M 11:00P - 7:00A	FRIGGE, JENNI C 11:00P - 7:00A LAMINE, LYNN M 11:00P - 7:00A	FRIGGE, JENNI C 11:00P - 7:00A LAMINE, LYNN M 11:00P - 7:00A	<Open Shift> 11:00P - 7:00A <Open Shift> 11:00P - 7:00A WEGNER, MEGAN M 11:00P - 7:00A	
	<i>Planned Variance</i>								

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Largo Way - Location: Brown County/CTC/Bayshore Village/Largo Way									
Span	Job	Sun 5/29/2016	Mon 5/30/2016	Tue 5/31/2016	Wed 6/1/2016	Thu 6/2/2016	Fri 6/3/2016	Sat 6/4/2016	
Day	LPN	<Open Shift> 7:00A - 3:00P	SEIDL, SUSAN B 7:00A - 3:00P Meadowview/LPN	VANITEN, CLARESA M 7:00A - 3:00P	VANITEN, CLARESA M 7:00A - 3:00P	VANITEN, CLARESA M 7:00A - 3:00P	<Open Shift> 7:00A - 3:00P	VANITEN, CLARESA M 7:00A - 3:00P	x
	Planned Variance								
Day	NAF	<Open Shift> 7:00A - 3:00P <Open Shift> 7:00A - 3:00P LITTERAL, CRYSTAL J 7:00A - 3:00P WITSCHER, JILL D 7:00A - 3:00P	<Open Shift> 7:00A - 3:00P <Open Shift> 7:00A - 3:00P <Open Shift> 7:00A - 3:00P LITTERAL, CRYSTAL J 7:00A - 3:00P	<Open Shift> 7:00A - 3:00P <Open Shift> 7:00A - 3:00P KRUEGER, LUANNE M 7:00A - 3:00P Meadowview/NAF LACENSKI, CLARENS G 7:00A - 3:00P Largo Way/NAF	<Open Shift> 7:00A - 3:00P LACENSKI, CLARENS G 7:00A - 3:00P Largo Way/NAF LITTERAL, CRYSTAL J 7:00A - 3:00P WITSCHER, JILL D 7:00A - 3:00P	<Open Shift> 7:00A - 3:00P LACENSKI, CLARENS G 7:00A - 3:00P Largo Way/NAF LITTERAL, CRYSTAL J 7:00A - 3:00P WITSCHER, JILL D 7:00A - 3:00P	<Open Shift> 7:00A - 3:00P BAUMGARTNER, DESAIRE L 7:00A - 3:00P LITTERAL, CRYSTAL J 7:00A - 3:00P WITSCHER, JILL D 7:00A - 3:00P	<Open Shift> 7:00A - 3:00P <Open Shift> 7:00A - 3:00P <Open Shift> 7:00A - 3:00P LACENSKI, CLARENS G 7:00A - 3:00P Largo Way/NAF	x
	Planned Variance								
Day	RN	HEDMAN, JENAE E 7:00A - 3:00P Bayshore Village/RN	<Open Shift> 7:00A - 3:00P	DEVROY, AMANDA M 7:00A - 3:00P	DEVROY, AMANDA M 7:00A - 3:00P	HEDMAN, JENAE E 7:00A - 3:00P Bayshore Village/RN	DEVROY, AMANDA M 7:00A - 3:00P	DEVROY, AMANDA M 7:00A - 3:00P	x
	Planned Variance								
Eve	LPN	LAPAK, JENNIFER L 3:00P - 11:00P	LAPAK, JENNIFER L 3:00P - 11:00P	PAULLIN, KELLY M 3:00P - 11:00P	LAPAK, JENNIFER L 3:00P - 11:00P	LAPAK, JENNIFER L 3:00P - 11:00P	LAPAK, JENNIFER L 3:00P - 11:00P	PAULLIN, KELLY M 3:00P - 11:00P	x
	Planned Variance								

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Largo Way - Location: Brown County/CTC/Bayshore Village/Largo Way									
Span	Job	Sun 5/29/2016	Mon 5/30/2016	Tue 5/31/2016	Wed 6/1/2016	Thu 6/2/2016	Fri 6/3/2016	Sat 6/4/2016	
Eve	NAF	<Open Shift> 3:00P - 11:00P <Open Shift> 3:00P - 11:00P AERTS, MARIAH E x BROADNAX, OLYMPIA x 3:00P - 11:00P Nicolet Psych Center/NAF TKHORIK, OLGA x 3:00P - 11:00P Meadowview/NAF VANDEN BERG, ROBIN E x 3:00P - 11:00P	AERTS, MARIAH E x 3:00P - 11:00P BROADNAX, OLYMPIA x 3:00P - 11:00P Nicolet Psych Center/NAF TKHORIK, OLGA x 3:00P - 11:00P Meadowview/NAF VANDEN BERG, ROBIN E x 3:00P - 11:00P	<Open Shift> 3:00P - 11:00P SEERING, JENNIFER A x 3:00P - 11:00P TKHORIK, OLGA x 3:00P - 11:00P Meadowview/NAF VANG, LEE ANNE x 3:00P - 11:00P	<Open Shift> 3:00P - 11:00P BROADNAX, OLYMPIA x 3:00P - 11:00P Nicolet Psych Center/NAF SEERING, JENNIFER A x 3:00P - 11:00P VANDEN BERG, ROBIN E x 3:00P - 11:00P	<Open Shift> 3:00P - 11:00P BROADNAX, OLYMPIA x 3:00P - 11:00P Nicolet Psych Center/NAF SEERING, JENNIFER A x 3:00P - 11:00P VANDEN BERG, ROBIN E x 3:00P - 11:00P VANG, LEE ANNE x 3:00P - 11:00P	<Open Shift> 3:00P - 11:00P SEERING, JENNIFER A x 3:00P - 11:00P VANDEN BERG, ROBIN E x 3:00P - 11:00P VANG, LEE ANNE x 3:00P - 11:00P	<Open Shift> 3:00P - 11:00P SEERING, JENNIFER A x 3:00P - 11:00P TKHORIK, OLGA x 3:00P - 11:00P Meadowview/NAF VANG, LEE ANNE x 3:00P - 11:00P	<Open Shift> 3:00P - 11:00P SEERING, JENNIFER A x 3:00P - 11:00P TKHORIK, OLGA x 3:00P - 11:00P Meadowview/NAF VANG, LEE ANNE x 3:00P - 11:00P
	Planned Variance								
Eve	RN	GRIFFITH, SALLY S x 3:00P - 11:00P	GRIFFITH, SALLY S x 3:00P - 11:00P	HEDMAN, JENAE E x 3:00P - 11:00P Bayshore Village/RN	GRIFFITH, SALLY S x 3:00P - 11:00P	GRIFFITH, SALLY S x 3:00P - 11:00P	GRIFFITH, SALLY S x 3:00P - 11:00P	<Open Shift> 3:00P - 11:00P	
	Planned Variance								
Night	NAF	<Open Shift> 11:00P - 7:00A CHYNOWETH, TARA L x 11:00P - 7:00A Meadowview/NAF SCHMITZ, MICHAEL R x 11:00P - 7:00A Largo Way/NAF	<Open Shift> 11:00P - 7:00A <Open Shift> 11:00P - 7:00A HUSTING, GERALD J x 11:00P - 7:00A Largo Way/NAF HUSTING, GERALD J x 11:00P - 7:00A Largo Way/NAF	<Open Shift> 11:00P - 7:00A HUSTING, GERALD J x 11:00P - 7:00A Largo Way/NAF ZOELLER, CAROLYN M x 11:00P - 7:00A Meadowview/NAF	<Open Shift> 11:00P - 7:00A HUSTING, GERALD J x 11:00P - 7:00A Largo Way/NAF SCHMITZ, MICHAEL R x 11:00P - 7:00A Largo Way/NAF	<Open Shift> 11:00P - 7:00A CHYNOWETH, TARA L x 11:00P - 7:00A Meadowview/NAF SCHMITZ, MICHAEL R x 11:00P - 7:00A Largo Way/NAF	<Open Shift> 11:00P - 7:00A HUSTING, GERALD J x 11:00P - 7:00A Largo Way/NAF SCHMITZ, MICHAEL R x 11:00P - 7:00A Largo Way/NAF	<Open Shift> 11:00P - 7:00A HUSTING, GERALD J x 11:00P - 7:00A Largo Way/NAF ZOELLER, CAROLYN M x 11:00P - 7:00A Meadowview/NAF	<Open Shift> 11:00P - 7:00A HUSTING, GERALD J x 11:00P - 7:00A Largo Way/NAF ZOELLER, CAROLYN M x 11:00P - 7:00A Meadowview/NAF
	Planned Variance								

Staffing Sheet - Weekly

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Nicolet Psych Center - Location: Brown County/CTC/Nicolet Psych Center									
Span	Job	Sun 5/29/2016	Mon 5/30/2016	Tue 5/31/2016	Wed 6/1/2016	Thu 6/2/2016	Fri 6/3/2016	Sat 6/4/2016	
Day	NAF	HOLSCHUH, GERALD L 7:00A - 3:00P Nicolet Psych Center/NAM	<Open Shift> 7:00A - 3:00P	BAUGNET, ERICA L 7:00A - 3:00P	BAUGNET, ERICA L 7:00A - 3:00P	HOLSCHUH, GERALD L 7:00A - 3:00P Nicolet Psych Center/NAM	BAUGNET, ERICA L 7:00A - 3:00P	BAUGNET, ERICA L 7:00A - 3:00P	
		ROSARIO, DARRYL J 7:00A - 3:00P Nicolet Psych Center/NAM	BAUGNET, ERICA L 7:00A - 3:00P	JOHNSON, VICTOR A 7:00A - 3:00P Nicolet Psych Center/NAM	HOLSCHUH, GERALD L 7:00A - 3:00P Nicolet Psych Center/NAM	ROSARIO, DARRYL J 7:00A - 3:00P Nicolet Psych Center/NAM	HOLSCHUH, GERALD L 7:00A - 3:00P Nicolet Psych Center/NAM	JOHNSON, VICTOR A 7:00A - 3:00P Nicolet Psych Center/NAM	
		STIGLITZ, KRISTIN A 7:00A - 3:00P Creekside/NAF	JOHNSON, VICTOR A 7:00A - 3:00P Nicolet Psych Center/NAM	ROSARIO, DARRYL J 7:00A - 3:00P Nicolet Psych Center/NAM	JOHNSON, VICTOR A 7:00A - 3:00P Nicolet Psych Center/NAM	STIGLITZ, KRISTIN A 7:00A - 3:00P Creekside/NAF	JOHNSON, VICTOR A 7:00A - 3:00P Nicolet Psych Center/NAM	ROSARIO, DARRYL J 7:00A - 3:00P Nicolet Psych Center/NAM	
	Planned Variance								
Day	RN	LO, GE 7:00A - 3:00P	<Open Shift> 7:00A - 3:00P	BERGELIN-CHANG, LEAH M 7:00A - 3:00P	BERGELIN-CHANG, LEAH M 7:00A - 3:00P	BERGELIN-CHANG, LEAH M 7:00A - 3:00P	<Open Shift> 7:00A - 3:00P	BERGELIN-CHANG, LEAH M 7:00A - 3:00P	
		SCHMIDT, DENISE J 7:00A - 3:00P	BERGELIN-CHANG, LEAH M 7:00A - 3:00P	SCHMIDT, DENISE J 7:00A - 3:00P	SCHMIDT, DENISE J 7:00A - 3:00P	SCHMIDT, DENISE J 7:00A - 3:00P	SCHMIDT, DENISE J 7:00A - 3:00P	LO, GE 7:00A - 3:00P	
		MCFALL, JENNIFER L 9:00A - 9:00P	MCFALL, JENNIFER L 9:00A - 9:00P	WICHACZ, JENNIFER A 9:00A - 9:00P	WICHACZ, JENNIFER A 9:00A - 9:00P	MCFALL, JENNIFER L 9:00A - 9:00P	MCFALL, JENNIFER L 9:00A - 9:00P	WICHACZ, JENNIFER A 9:00A - 9:00P	
	Planned Variance								
Eve	NAF	O LEARY, RYAN J 3:00P - 11:00P Nicolet Psych Center/NAM	<Open Shift> 3:00P - 11:00P	<Open Shift> 3:00P - 11:00P	O LEARY, RYAN J 3:00P - 11:00P Nicolet Psych Center/NAM	O LEARY, RYAN J 3:00P - 11:00P Nicolet Psych Center/NAM	<Open Shift> 3:00P - 11:00P	<Open Shift> 3:00P - 11:00P	
		PETERSON, RACHAEL M 3:00P - 11:00P	O LEARY, RYAN J 3:00P - 11:00P Nicolet Psych Center/NAM	<Open Shift> 3:00P - 11:00P	REINBOLDT JR., JAMES J 3:00P - 11:00P CTC/NAM	REINBOLDT JR., JAMES J 3:00P - 11:00P CTC/NAM	O LEARY, RYAN J 3:00P - 11:00P Nicolet Psych Center/NAM	<Open Shift> 3:00P - 11:00P	
		REINBOLDT JR., JAMES J 3:00P - 11:00P CTC/NAM	YANG, MARY L 3:00P - 11:00P	YANG, MARY L 3:00P - 11:00P	YANG, MARY L 3:00P - 11:00P	YANG, MARY L 3:00P - 11:00P	REINBOLDT JR., JAMES J 3:00P - 11:00P CTC/NAM	YANG, MARY L 3:00P - 11:00P	
	Planned Variance								

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Nicolet Psych Center - Location: Brown County/CTC/Nicolet Psych Center									
Span	Job	Sun 5/29/2016	Mon 5/30/2016	Tue 5/31/2016	Wed 6/1/2016	Thu 6/2/2016	Fri 6/3/2016	Sat 6/4/2016	
Eve	RN	MCFALL, JENNIFER L 9:00A - 9:00P HUSS, JOSHUA J 3:00P - 11:00P MYERS, CYNTHIA A 3:00P - 11:00P	MCFALL, JENNIFER L 9:00A - 9:00P <Open Shift> 3:00P - 11:00P YANG, SARAH J 3:00P - 11:00P	WICHLACZ, JENNIFER A 9:00A - 9:00P DEVLIN, RACHAEL E 3:00P - 11:00P YANG, SARAH J 3:00P - 11:00P	WICHLACZ, JENNIFER A 9:00A - 9:00P HUSS, JOSHUA J 3:00P - 11:00P YANG, SARAH J 3:00P - 11:00P	MCFALL, JENNIFER L 9:00A - 9:00P DEVLIN, RACHAEL E 3:00P - 11:00P HUSS, JOSHUA J 3:00P - 11:00P	MCFALL, JENNIFER L 9:00A - 9:00P DEVLIN, RACHAEL E 3:00P - 11:00P HUSS, JOSHUA J 3:00P - 11:00P	WICHLACZ, JENNIFER A 9:00A - 9:00P DEVLIN, RACHAEL E 3:00P - 11:00P YANG, SARAH J 3:00P - 11:00P	x
	Planned Variance								
Night	NAF	RIOS, SELESTE E 11:00P - 7:00A VETTER, JOACHIM W 11:00P - 7:00A Nicolet Psych Center/NAM	<Open Shift> 11:00P - 7:00A BEGALKE, JOHN E 11:00P - 7:00A Nicolet Psych Center/NAM	BEGALKE, JOHN E 11:00P - 7:00A Nicolet Psych Center/NAM VETTER, JOACHIM W 11:00P - 7:00A Nicolet Psych Center/NAM	BEGALKE, JOHN E 11:00P - 7:00A Nicolet Psych Center/NAM VETTER, JOACHIM W 11:00P - 7:00A Nicolet Psych Center/NAM	BEGALKE, JOHN E 11:00P - 7:00A Nicolet Psych Center/NAM VETTER, JOACHIM W 11:00P - 7:00A Nicolet Psych Center/NAM	RIOS, SELESTE E 11:00P - 7:00A VETTER, JOACHIM W 11:00P - 7:00A Nicolet Psych Center/NAM	<Open Shift> 11:00P - 7:00A BEGALKE, JOHN E 11:00P - 7:00A Nicolet Psych Center/NAM	
	Planned Variance								
Night	RN	<Open Shift> 11:00P - 7:00A WOODWARD, AMANDA R 11:00P - 7:00A	DEVLIN, RACHAEL E 11:00P - 7:00A SVETLICHNYY, LYUDMILA V 11:00P - 7:00A CTC/RN	<Open Shift> 11:00P - 7:00A SACOTTE, CHRISTOPHER J 11:00P - 7:00A	<Open Shift> 11:00P - 7:00A WOODWARD, AMANDA R 11:00P - 7:00A	<Open Shift> 11:00P - 7:00A WOODWARD, AMANDA R 11:00P - 7:00A	SACOTTE, CHRISTOPHER J 11:00P - 7:00A WOODWARD, AMANDA R 11:00P - 7:00A	SACOTTE, CHRISTOPHER J 11:00P - 7:00A SVETLICHNYY, LYUDMILA V 11:00P - 7:00A CTC/RN	x
	Planned Variance								



Human Services Department Policies and Procedures

Policy Title:	Vacation Scheduling Policy/Procedure For Local 1901 Represented Nursing Service Staff		Page 1 of 3
Policy #:	ADM-881	Effective:	01/31/09
Division	Community Treatment Center – Administration	Revised:	09/09
Cross Ref. #:		Reviewed:	

PURPOSE:

This Vacation Scheduling Policy/Procedure regulates the Nursing Service Department employees represented by Local 1901.

For purposes of this policy, the term "Vacation Scheduling Rules" and "Leave" shall include vacation leave, personal holiday leave, and casual leave taken for non-sick reasons. Available coverage will be the criteria for granting leave requests.

SPECIAL INSTRUCTIONS:

1. The employer reserves the right to manage the needs of the facility and to determine the coverage availability in respect to all vacation leave requests.
2. Local 1901 reserve the right to question and/or grieve issues that may arise under this policy/procedure.
3. Non-probation employees shall be entitled to use accrued vacation after completion of twelve (12) months in a regular position.
4. Employees are strongly encouraged to trade work days with each other to assist in working out individual leave needs that cannot be granted due to lack of coverage. Prior approval by department manager, supervisor, and/or scheduler is needed prior to working the traded day (refer to Trade Policy/Procedure or department guidelines).

PROCEDURE:

1. Eligible employees shall acquire, accumulate, and carryover vacation hours according to the labor agreement. Vacation hours shall be documented on the biweekly payroll check stub. The employee shall be responsible for submitting an accurate request for accrued vacation, not to exceed potential vacation balance at the time vacation is taken.

Procedure - Vacation Scheduling Policy/Procedure For Local 1901 Represented Nursing Service Staff

2. The employer shall determine how many employees may be absent from duty and granted a vacation leave on any one date, shift, or unit according to the needs of the facility and individual departments/units. Consideration shall be given to the wishes of the employee, but the needs of the facility take precedence.

When reviewing the coverage availability, the employer shall consider each date, shift, and unit individually according to the time deadlines in this policy/procedure.

3. The Nursing Department Vacation Scheduling Policy/Procedure shall be posted on the bulletin board near the time clock, on all the units, and on the scheduling board.
4. The vacation scheduling cycle will be for twelve (12) months beginning the first Saturday of April and ending the Friday preceding the first Saturday of April. (Example: Saturday April 4, 2009, through Friday April 2, 2010)
5. Vacation requests must be received by the Nursing Services Scheduler on or before January 31 of each year.
6. Vacations requested on or before January 31 will be awarded according to seniority (as of January 1) on or before March 15 each year. Staff will be notified by March 15 of each year of approval/denial of request by return of a copy of his/her request form.
7. Vacation requests may be for full week(s), partial week(s), or single day(s), according to the provisions of this policy/ procedure and the union contract. Preference will be given to full week leave requests.
8. Vacation requests will be approved for weekends if coverage is available. Employees are strongly encouraged to trade weekends with each other to assist in working out individual leave needs.
9. The employer shall continue to consider a weekend leave request for "emergency reasons" or "compelling needs" on an individual basis. Documentation to verify the need for an emergency leave request is always required before approval of leave is granted. Without such documentation and approval, an individual will be considered absent without use of accrued benefits.

Procedure - Vacation Scheduling Policy/Procedure For Local 1901 Represented Nursing Service Staff

10. Leave requests shall be honored on a seniority basis according to the following facility schedule:

Period	Employee Submit by	Employer Response by
First Saturday in April through first Friday in April of following year	January 31	March 15

11. All other requests for vacation leave may be submitted at any time after January 31, as much in advance as possible, but no later than two weeks prior to the date requested. Requests submitted after January 31 shall be considered on a first-come/first-served basis and will be awarded according to date submitted provided the date(s) requested is/are available and coverage is available. The employer shall attempt to respond to the employee's request in a prompt manner as time permits.
12. Staff may request all anticipated accrual for the year IF DESIRED.
13. Staff who receives a denied request will be notified in order of seniority if the date requested becomes available. They will have seven days from notification to resubmit their vacation request to the Nursing Services Scheduler.
14. Staff is responsible for meeting ALL ABOVE requirements and deadlines.
15. Management will be responsible for meeting ALL return dates and vacation posting deadlines.

Carolyn Peterson, RN
Nursing Services Administrator/Hospital

Kathy DeNul RN
Nursing Services Administrator/Nursing Home

Mary Johnson
Hospital and Nursing Home Administrator

09/28/09
Date

9/28/09
Date

9/28/09
Date



Origination: 11/2011
Last Approved: 02/2016
Last Revised: 02/2016
Next Review: 02/2018
Owner: Luke J. Schubert:
ADMINISTRATOR
Policy Area: Administration
References:

Paid Time Off

POLICY:

This paid time off policy is applicable to all employees working for the community treatment center inpatient service areas. For purposes of this policy, the term paid time off shall include vacation, personal time, and casual time taken for non-health related reasons. Available coverage will be the criteria for granting paid time off requests.

SPECIAL INSTRUCTIONS:

1. The employer reserves the right to manage the needs of the facility and to determine the coverage availability on any one day, shift, or unit in respect to all paid time off vacation requests. Each department has specific general guidelines for the number of staff that will be granted vacation in each service area.

Guidelines specific to nursing paid time off approvals are as follows:

RN staff: 2 per day (not allowed on the same shift)

LPN staff: 2 per day (not allowed on the same shift)

CNA staff: 4 per day (no more than 2 on the same shift)

2. Employees shall be granted vacation at the accrued vacation rate defined in Chapter 4 of the County Code after an employee's initial employment period.
3. Employees are strongly encouraged to trade work days with each other to assist in working out individual needs. Prior approval by department manager, supervisor, and/or scheduler is needed prior to working the traded day. Generally, trades will be approved if neither staff member will incur overtime pay as a result of the trade.

PROCEDURE:

1. Eligible employees shall acquire, accumulate, and carryover vacation hours according to Chapter 4 of the County Code (Personnel Rules and Regulations). Vacation hours shall be documented on the bi-weekly payroll check stub. The employee shall be responsible for submitting an accurate request for accrued vacation, not to exceed potential vacation balance at the time the vacation is taken.
2. All paid-time off requests must be received by the department at least 30 days prior to the date requested off for consideration of approval. Requests that are submitted after the deadline will be subject to denial at the employer's discretion, considering the date, time, shift, unit and ability to meet other prior submitted requests with in-house staffing availability.

3. The vacation scheduling cycle will be for 12 months beginning the first Saturday of April and ending the Friday preceding the first Saturday of April.
4. For the nursing department, no paid time-off request will be granted for Thanksgiving Day and during the Christmas Holiday season from December 20th thru January 1st. However, employee trades will continue to be approved during this time.
5. Vacation requests must be received on or before January 31st of each year and will be awarded based on seniority. Request received after Jan. 31st will be awarded by date received on a first come, first serve basis. If two requests are submitted on the same day period, the employee with the most seniority will be granted the approved request.
6. Management reserves the right to deviate from date hired based on the need for experienced coverage in a specific area.
7. All other vacation requests will be honored on first come first served basis, and following Brown County policies, if adequate coverage is available in the facility.
8. Hire date will not prevail for canceling a vacation request that was based on date hired and rescheduling to another time.
9. Staff may not request more vacation time than they accrue. Requests for unpaid time off will generally not be approved.
10. Vacation will not generally be approved for weekend coverage. Staff will be required to find their own weekend coverage replacement. Replacement staff cannot be on overtime. For staff that are scheduled to work every weekend, administration will grant one request for a weekend vacation every six months, assuming that staff member did not have a weekend absence occurrence during that period of time.
11. Emergency requests for compelling circumstances for approved paid time off outside of the guidelines defined above may be granted by the employees' supervisor. The employee may be asked to provide supporting documentation to support this type of request.
12. Any employee, who terminates his /her employment for any reason, shall be compensated for all earned vacation time worked as of date of termination per Chapter 4 Brown County Ordinance. The employee shall reimburse the County for any vacation time taken but not earned at the time of his/her termination.
13. No employee shall be permitted to accept vacation pay in lieu of vacation.

REFERENCES:

County Code Chapter 4: Personnel Rules and Regulations

Attachments:

No Attachments